About Us

Join a team that makes a real difference in the lives of others every day. At Hamilton Health Sciences Foundation, you will play an important role in supporting cutting-edge healthcare and improving patient outcomes, while being part of a passionate and caring community. We inspire and motivate gifts that fund medical equipment and patient amenities, innovative research initiatives, essential redevelopment of clinical care spaces, and the education and training of health care providers.

As a registered charitable organization, we proudly support patients and families across south-central Ontario, and from outside the region, who receive specialized care at Hamilton Health Sciences including Hamilton General Hospital, Juravinski Hospital and Cancer Centre, McMaster Children's Hospital, and St. Peter's Hospital. The associated programs at the Regional Rehabilitation Centre, McMaster University Medical Centre and Ron Joyce Children's Health Centre are also included.

Hamilton Health Sciences Foundation is building upon a strong foundation of our Culture Code that includes the values of respect, impactful and inspiring. We believe that relationships and partnerships are the basis of excellence in fundraising and have a vision to see a community of inspired and committed donors. Every position in HHSF contributes to a safe, inclusive environment for all through compliance with our equity, diversity and inclusion philosophy and patient and staff safety policies and procedures.

Hamilton Health Sciences Foundation

Help Inspire Support as a

Development Officer, Partnerships

Full Time 24 Month Contract

Reporting to the Director, Partnerships, you'll play a pivotal role in advancing HHSF's mission by building powerful connections that drive meaningful impact.

As an experienced fundraising professional, you are responsible for fostering and soliciting new and existing multi-year gifts and sponsorships. You will identify, build, and manage strong and productive relationships to maximize revenue generation, and you will design, execute, and oversee a sophisticated corporate and community partnerships pipeline with targeted strategies to maximize engagement and philanthropic support. This includes facilitating strategies, monitoring progress, coordinating initiatives, and ensuring next steps are completed in a timely manner to advance organizational fundraising goals.

You will champion support with a focus on progressive relationships at the $10,000 and above level, managing a personal portfolio of relationships with great skill and confidence that includes, but is not limited to, prospects and donors at the $25,000 to $100,000 level and above. Your portfolio could include philanthropic donations, sponsorships, matching gifts, cause marketing, corporate engagement, foundation proposals, third-party or partner events, and community partnerships or initiatives.

This is a role for a strategic thinker and relationship builder who thrives on independence and collaboration. You'll bring creativity, innovation, and resourcefulness to deepen existing partnerships and open new doors—delivering outcomes that make a real difference for our Foundation and the community we serve.

Qualifications:

- Post-secondary education in business, event, communications, public relations or related field; or equivalent experience
- Certificate in development, fundraising or event planning an asset
- Three (3+) years of progressive fundraising experience, with demonstrated success, in the non-profit/charitable sector with a focus on corporate partnerships
- Experience facilitating relationships at the $25,000 plus giving level
- Demonstrated excellent communication skills (verbal and written), interpersonal, and problem-solving skills
- Strong relationship building skills to cultivate and maintain positive donor, prospect and community relationships with the ability to successfully engage with internal and external partners
- A proven track record to deliver on fundraising goals and program management
- Demonstrated superior organization, flexibility, and multi-tasking skills within a team environment
- High degree of initiative and ability to manage multiple tasks and prioritize tasks in a positive and effective manner, meeting critical deadlines
- Ability to analyze results and make appropriate adjustments and recommendations
- Ability to condense and package information in a visually appealing and logical manner
- Ability to manage relationships and motivate others to accomplish specific tasks
- Demonstrated commitment to the highest standards of ethical practice
- Understand the need for professionalism, discretion and patience when communicating with donors and volunteers

- Accuracy and attention to detail is imperative
- Strong computer skills in utilizing Microsoft Office program (Excel, Word, PowerPoint, Outlook), data entry into and reporting from database system, and virtual collaboration tools
- Experience with Raiser's Edge/NXT fundraising software an asset
- Experience using social media platforms (LinkedIn, Facebook, X and Instagram) for engagement is an asset

Working Hours, Location and Requirements

- This position operates Monday to Friday 8:30 am – 4:30 pm, onsite at Hamilton Health Sciences Foundation head office at 1 King Street West, Hamilton, ON.
- Opportunity to work remotely up to 2 days a week after 3 months of employment based on approval of VP.
- The nature of the work is such that minimal evening and weekend work is required.
- Travel is required as the position will regularly visit various locations (i.e. Hamilton Health Science affiliated sites, event locations, corporate partners, donors). The incumbent must possess a valid driver's license and have use of a reliable vehicle.
- A current and satisfactory Criminal Record and Judicial Matters Check (CRJMC) or Police Vulnerable Sector Check (PVSC) is a requirement of employment.
- A cleared status by HHS Employee Health Services is a requirement of employment in accordance with Hamilton Health Sciences policy.

Why Us?

We offer a comprehensive total rewards package designed to support your succes and well-being:

- We provide a competitive hiring range of $60,782-66,860, commensurate with experience, along with an annual performance-based incentive program.
- This contract opportunity includes 6% of earnings in lieu of vacation, and 13% of earnings in lieu of benefits and statutory holidays. Pay in lieu of benefits will reduce to 9% if already a member of HOOPP or voluntary enrollment in the pension program.
- We have a culture to support and encourage continuous professional development and career growth opportunities

How to Apply:

To help us get to know you, please submit a **resume and cover letter** to **HHSFcareers@hhsc.ca** by **December 31, 2025**, outlining why you're interested in this opportunity. If you don't meet all qualifications, we still encourage you to apply—we value potential. Applications will be reviewed and invited for next stages of the recruitment process, as received. We would like to thank all who apply, but only those selected to move forward will be contacted.

The Hamilton Health Sciences Foundation is an inclusive and equal opportunity employer. Our commitment to equity, diversity and inclusion within HHSF reflects a belief that we will make the greatest impact to our mission when everyone can genuinely and fully participate without barriers or exclusion. We are dedicated to creating a workplace reflective of the community we live, work and serve and welcome applications from diverse and equity-deserving groups.

HHSF is committed to providing a barrier-free recruitment process and work environment. Accommodation, if requested, will be provided throughout the recruitment process in accordance with the Canadian Charter of Rights and Freedom, Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Should any candidate require accommodation in any phase of the recruitment process, please contact Heather Slye (905.521.2100 x 44624 or HHSFcareers@hhsc.ca) for assistance.